

## **EXECUTIVE DIRECTOR COMMUNITY LINKS**

Community Links, established in 1992, is a provincial non-profit and registered charity that connects and supports seniors and senior-serving organizations in rural Nova Scotia to raise awareness, take action and initiate changes that are needed to establish age-friendly, inclusive communities. Community Links provincial office is located in Halifax.

We are seeking an Executive Director who will have overall responsibility for leading the organization under the general direction of a Board of Directors. Responsibilities include HR management for a staff of 3-5 employees, support for the Board in addressing strategic priorities, budgeting, fund development, financial management, and maintaining positive relationships with funders, partners and stakeholders.

### **Specific qualifications for the position include:**

- An understanding of, and experience in community development
- Excellent interpersonal, communications, writing and presentation skills
- Proven ability to form and maintain good working relationships
- Project development and management experience
- Knowledge of health promotion and population health
- Experience with financial management and budgeting
- Strong supervisory and organizational management skills
- Knowledge and understanding of seniors and rural Nova Scotia
- Valid NS driving licence and access to a vehicle
- Flexibility to travel and work variable hours

Compensation is in the range of 55,000 to 60,000 with an available benefits plan.

**For a more complete job description and information about the organization, visit [www.nscommunitylinks.ca](http://www.nscommunitylinks.ca)**

Please submit a resume and names of three references by email only by April 23<sup>th</sup>, 2018 to [director@nscommunitylinks.ca](mailto:director@nscommunitylinks.ca) (References will not be contacted unless an interview is arranged).